

# Wiggin Memorial Library - Stratham, NH

## Minutes of the Board of Trustees Meeting Tuesday, July 12, 2011

A regularly scheduled meeting of the Board of Trustees took place Tuesday, July 12, 2011 at the Wiggin Memorial Library. Bruce Cotter called the meeting to order at 7:00 p.m.

The following persons were in attendance: Chairperson and Trustee Bruce Cotter; Secretary and Trustee Eileen Bischoff; Treasurer and Trustee Vic Collinino; Trustees Dree Sherry and Murray Segal; Alternate Trustees Connie Adams, Lee Beauregard and Vicki Marbacher; Trustee Emeritus Craig Wark and Library Director Lesley Kimball.

### I. Guests and Welcomes

No guests were present. Bruce Cotter spoke of the recent funeral service for Nick Bernier of East Kingston, a 2007 graduate of Exeter High School. Nick died June 25th of injuries received June 22nd in Afghanistan. Sympathies to Nick's family and friends.

### II. Action Items

**Minutes:** The minutes of the June 2011 meeting were reviewed. Lee Beauregard motioned to accept the minutes. Motion was seconded by Connie Adams. All members were in favor and the June 2011 minutes were approved.

**Accept Donations Received:**

- \$ 5,000 from the Friends of the Library
- \$10,000 from the Tony and Renee Marlon Community Foundation

Vic Collinino motioned to formally accept these previously received donations. Motion was seconded by Eileen Bischoff. All members were in favor and the donations were accepted. Vic Collinino next motioned to accept other monetary and in-kind donations received since the June 2011 meeting. Motion was seconded by Connie Adams. All members were in favor and the donations were accepted.

**Volunteer Policy Approval:** A revised Volunteer Policy was reviewed, accepted and signed by the Trustees.

**Volunteer Service Agreement:** Copies of the Volunteer Service Agreement were signed by the Trustees and turned in to Lesley Kimball.

### III. Old Business

**Trustee Job Description:** Copies were distributed to the Trustees for their review. Any revisions should be submitted for the August meeting.

**Technology Policy Update:** Discussion was held on technology issues. Eileen Bischoff motioned to approve the Technology Policy. Motion was seconded by Vic Collinino. All members were in favor and the Technology Policy was approved and signed by the Trustees. The Internet Policy needs further review and will be moved to September.

**Staff Appreciation Luncheon:** The luncheon will be Saturday, September 17th at 1:00 p.m. with a rain date of September 24th. Bruce Cotter will e-mail a sign-up sheet to the Trustees.

**Garden Project:** The planting of the area along the front wall of the building was completed Saturday, June 25th. Special thanks go out to Scamman's Home and

Garden, Willow Mist Grasses and Shaw's Supermarkets for their generous donations of materials. Thanks also to the Trustees and volunteers for their hard work.

**Windows/Insulation Installation:** New windows and insulation are still scheduled to be installed in late summer.

#### **IV. New Business**

**NHLTA Board:** Bruce Cotter has been named to the New Hampshire Library Trustees Association Board of Directors. Congratulations go out to Bruce.

**Wall Mural Review:** A mural is planned for the front outside wall of the library behind the new plantings. The mural will be a New Hampshire scene with New Hampshire animals, plants, insects. This mural is made possible by a generous donation from Gail and Dennis Gagnon. Timing is planned for late August or early September.

**Interlibrary Loan Vans:** Bruce Cotter updated the Trustees on the proposed transfer of funds from the ILL vans to other library programs. A letter from Bruce to the State Librarian was reviewed and a petition against this funding change will be available for signing in the library.

**Accessibility Policy:** A draft of the Library and Material Accessibility Policy was distributed to the Trustees for their review and will be discussed at the next meeting.

#### **V. Reports and FYI's**

- The Treasurer's Report was reviewed and accepted.
- There was no Fundraising Report. The next meeting of the Fundraising Committee will be Wednesday, July 13.
- The Director's Report was reviewed and accepted. Special note was made that Lucia von Letkemann returned from the ALA Conference with books that would have cost us, at our discounts, over \$850 (retail value over \$1300) . Thanks go out to Lucia for her efforts.
- Craig Wark noted that NHLTA Orientation Sessions will be held Wednesday, September 21st in Seabrook and Hooksett and recommends that Trustees attend if possible.

#### **VI. Executive Session**

There was no Executive Session.

#### **VII. Book Sharing**

Bruce Cotter brought in a selection of English mysteries and a copy of Omplalos 12. Thanks to Bruce for sharing titles from his collection.

#### **VIII. Next Meeting and Adjournment**

The next meeting of the Wiggin Memorial Library Board of Trustees will be Tuesday, August 9, 2011 at 7:00 p.m. The July meeting adjourned at 8:30 p.m.

Respectfully submitted,  
Eileen M. Bischoff  
Secretary and Trustee